

## Process: Binocular Searches

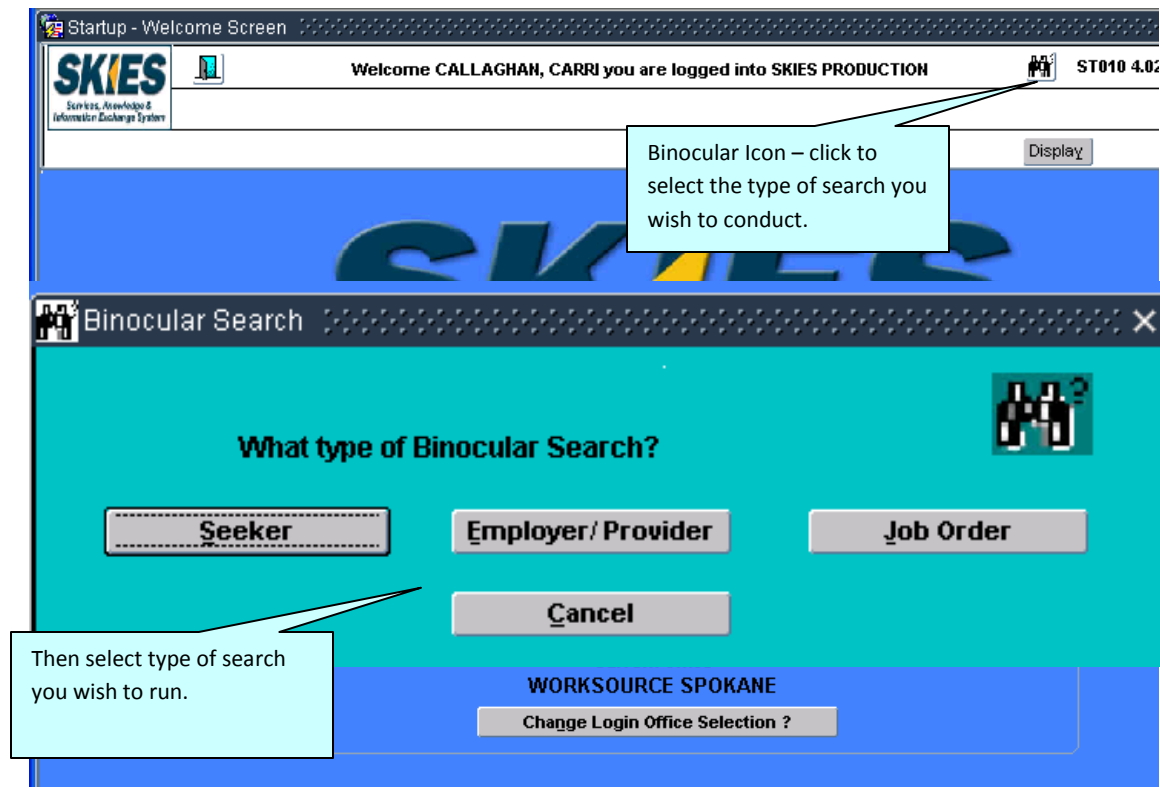
### Important facts about this process:

1. SKIES' binocular search function allows you to conduct customized searches for job seekers, job orders and employers.

### Process Steps:

1. Click on BINOCULAR icon.
2. Select the category you wish to search: job seeker, job order or employer.
3. Update search criteria to meet your needs.
4. Review search results.
5. Print information if necessary.

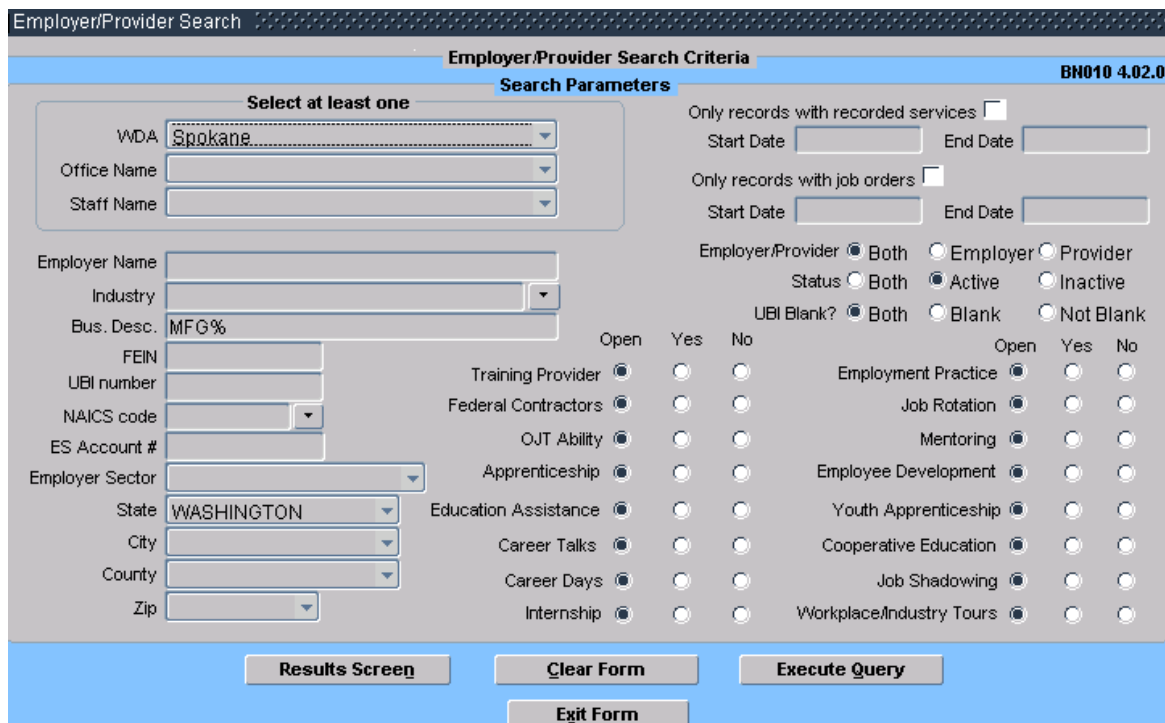
Step-by-Step



## Binocular Search for an Employer

Binocular search for **employers** will allow you to quickly conduct a search for employers that meet your search criteria. This search feature can help you identify employers based on last service date, date job orders were posted, industry for which the employer is listed, and more.

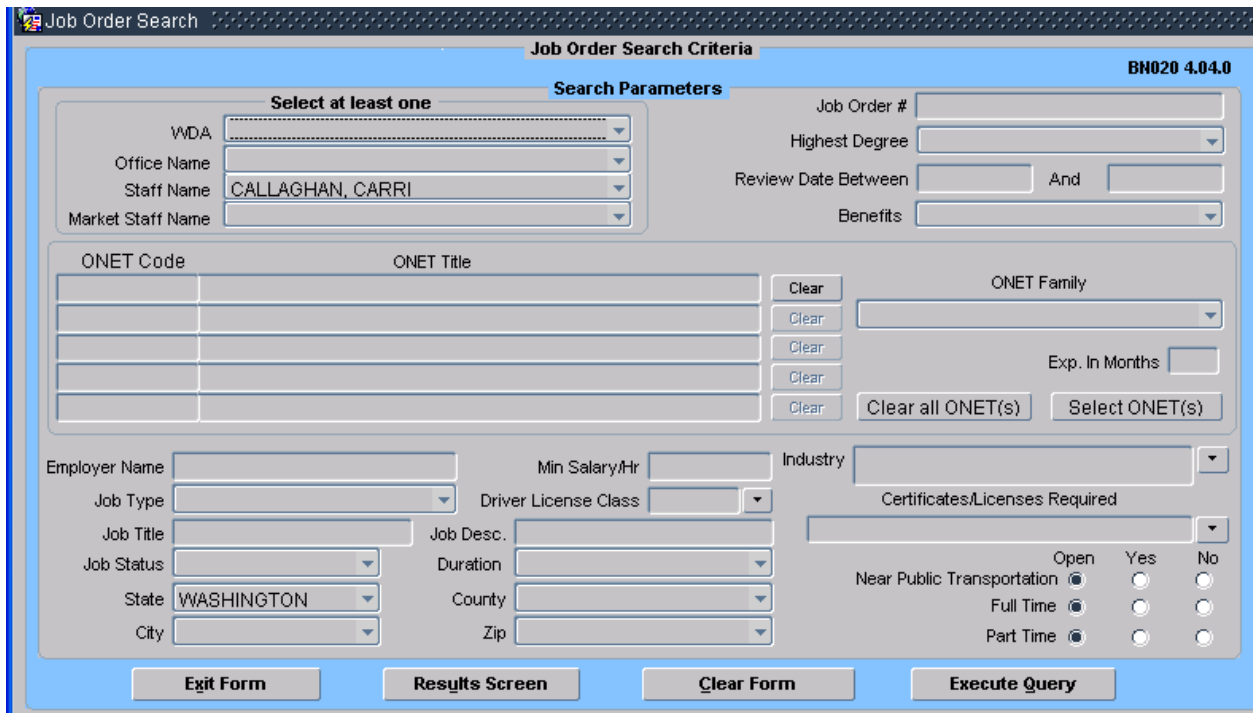
1. Click on the **Binocular** icon on the top right of the Welcome screen.
2. Click on **Employer/Provider** button.
3. The employer/provider search criteria box will display so you can enter parameters for your search. Not all fields are required so you can enter as much or little as needed.
4. WDA – Search records within a specific WDA or leave blank if you will be searching by office name or staff name.
5. OFFICE NAME field allows you to search by specific office or leave blank if you will be using other search criteria.
6. STAFF NAME – click drop down arrow to select the name of the staff that provided the service or select blank line at end of list to remove this field from the search criteria.
7. Employer name – you can enter as much or little of the employer name as you like. Remember, to use the wild card (%) to help you find the right record(s).
8. Update other search criteria you wish to use, such as, Employer Sector, service interests or status of employer.
9. Click **Execute Query** after you have finished entering search criteria.
10. SKIES will display a list of employers that meet your search criteria.
11. You can sort the results by employer/provider name, city, or state by clicking on the field titles.
12. Click on the display details gray button to the left of the employer's name to view details about the employer. Click RETURN to go back to your search results or click SELECT EMPLOYER to go their record.
13. Click **Print Search Results** to print a list of your search results.



## Binocular Search for a Job Order

Binocular search for job orders allows you to search based on search criteria that you enter. You can search for orders that have specific ONET codes, based on review date of the job order, industry cluster, and more.

1. Click on the **Binocular** icon on the top right of the Welcome screen.
2. Click on **Job Order** button.
3. The job order search criteria box will display so you can enter parameters for your search. Not all fields are required so you can enter as much or little as needed.
4. WDA – Search records within a specific WDA or leave blank if you will be searching by office name or staff name.
5. OFFICE NAME field allows you to search by specific office or leave blank if you will be using other search criteria.
6. STAFF NAME – click drop down arrow to select the name of the staff that provided the service or select blank line at end of list to remove this field from the search criteria.
7. ONET CODE – you can enter one or multiple ONET codes to find matching job orders.
8. ONET FAMILY allows you to search for orders that are within a particular ONET Family.
9. Update other search criteria you wish to use such as industry, minimum salary, etc.
10. Click **Execute Query** after you have finished entering search criteria.
11. SKIES will display a list of employers that met your search criteria.
12. You can sort the results by job order number, job title, job order status, and open and close dates of the orders.
13. Click on gray SELECT button to the left of the job order number to view job order details. Click Door icon to go back to your search results.
14. Click **Print Search Results** to print a list of your search results.



The screenshot shows the 'Job Order Search Criteria' form with the following fields and options:

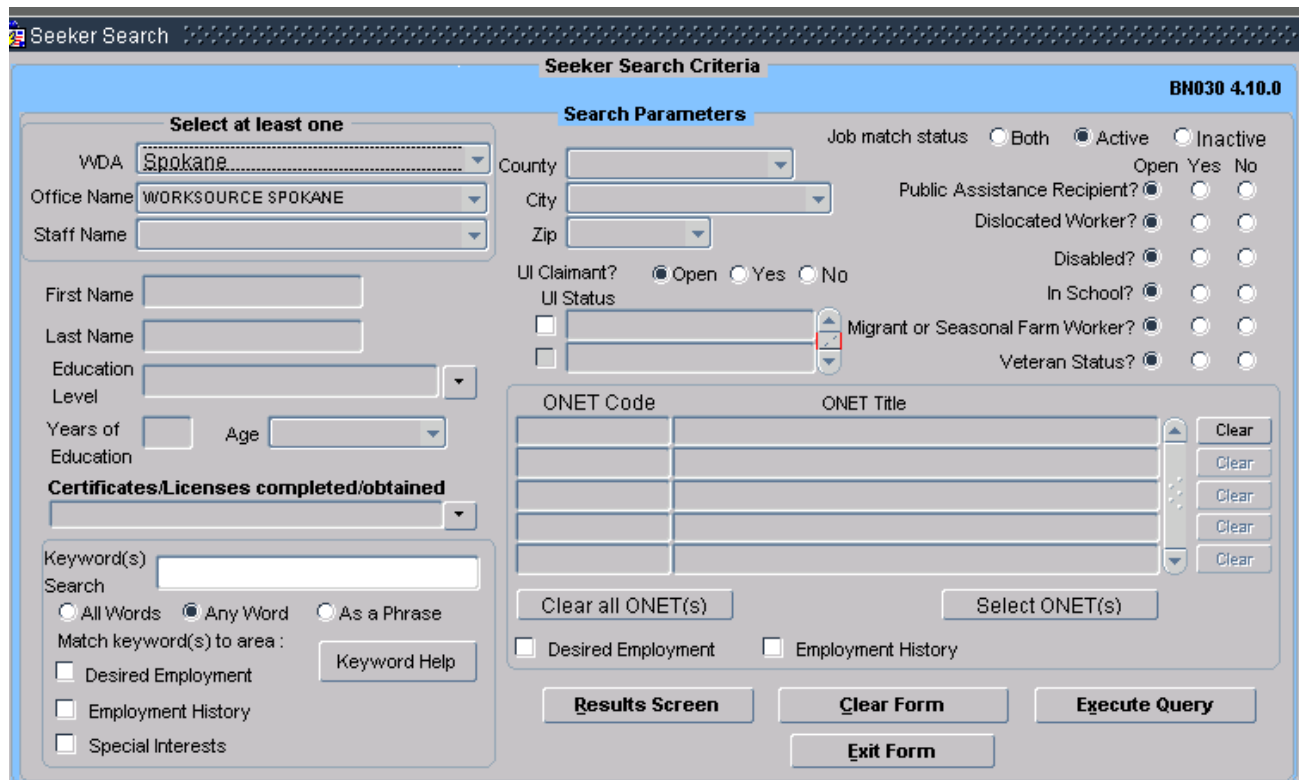
- Search Parameters:**
  - WDA: Select at least one
  - Office Name: [Dropdown]
  - Staff Name: CALLAGHAN, CARRI
  - Market Staff Name: [Dropdown]
  - Job Order #: [Text]
  - Highest Degree: [Dropdown]
  - Review Date Between: [Text] And [Text]
  - Benefits: [Dropdown]
- ONET Code:** [Table with 2 columns: ONET Code, ONET Title]
- ONET Family:** [Dropdown]
- Exp. In Months:** [Text]
- Clear all ONET(s)** and **Select ONET(s)** buttons.
- Employer Name:** [Text]
- Min Salary/Hr:** [Text]
- Industry:** [Dropdown]
- Job Type:** [Dropdown]
- Driver License Class:** [Dropdown]
- Certificates/Licenses Required:** [Dropdown]
- Job Title:** [Text]
- Job Desc.:** [Text]
- Job Status:** [Dropdown]
- Duration:** [Dropdown]
- State:** WASHINGTON
- County:** [Dropdown]
- City:** [Dropdown]
- Zip:** [Text]
- Open:** [Radio]
- Yes:** [Radio]
- No:** [Radio]
- Near Public Transportation:** [Radio]
- Full Time:** [Radio]
- Part Time:** [Radio]

Buttons at the bottom: Exit Form, Results Screen, Clear Form, Execute Query.

## Binocular Search for a Job Seeker

Binocular search for a job seeker will allow you to quickly conduct a search for a job seeker that you cannot look up by SSN or SKIES ID. You may need to look for a seeker that attended a Job Hunter module last week because you found a job to refer them to.

1. Click on the **Binocular** icon on the top right of the Welcome screen.
2. Click on **Seeker** button.
3. A seeker search criteria box will display so you can begin entering information that you remember about the job seeker. Not all fields are required so you can enter as much or little as needed. Providing as much information as possible will speed the search time to find the seeker you are looking for.
4. Staff name – click drop down arrow to select the name of the staff that provided the service.
5. Seeker name – you can enter a first or last name for the seeker; this is helpful when seeker has an unusual name.
6. Seeker characteristics – click on the appropriate characteristics you remember about the job seeker, i.e. UI Claimant, Veteran, etc.
7. Click **Execute Query** after you have finished entering search criteria.
8. SKIES will display a list of seekers that met your search criteria.
9. You can sort the results by SSN, Last Name, First Name, Gender, or City by clicking on the field titles.
10. Click on the Display Details gray button to the left of the seeker's SSN to view the job seeker's Core Basic information to determine if it is the seeker you were looking for.
11. If you determine you have the right job seeker click the gray Select Seeker button on the right hand side of the screen.



**Seeker Search Criteria** BN030 4.10.0

**Select at least one**

WDA:  County:

Office Name:  City:

Staff Name:  Zip:

First Name:

Last Name:

Education Level:

Years of Education:  Age:

**Certificates/Licenses completed/obtained**

Keyword(s):

Search: ☐ All Words ☒ Any Word ☐ As a Phrase

Match keyword(s) to area:

☐ Desired Employment ☐ Employment History ☐ Special Interests

**Search Parameters**

Job match status: ☐ Both ☒ Active ☐ Inactive

Public Assistance Recipient? ☒ Open ☐ Yes ☐ No

Dislocated Worker? ☒ Disabled? ☒ In School? ☒

Migrant or Seasonal Farm Worker? ☒ Veteran Status? ☒

ONET Code:  ONET Title:

Clear all ONET(s) Select ONET(s)

☐ Desired Employment ☐ Employment History

**Results Screen** **Clear Form** **Exit Form** **Execute Query**